*Template for Self-employed Work Experience*

*Print on company letterhead (if appropriate)*

*Be sure to include name, address, telephone, and email (if appropriate)*

**Verification of Self-Employment Work Experience**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern:

This letter is to verify that I, (*name of applicant*) was self-employed from (*month/year*) to (*month/year*) as a (*job title*). I worked (*full-time or part-time*) for (*hours per year if part-time*) for the length of self-employment.

The duties I performed include the following:

* List duties
* List duties
* List duties
* List duties
* List duties
* List duties
* List duties
* List duties

I, (*name of applicant*), hereby certify under penalty of perjury that the above information is true and accurate.

Please contact me if you have any further questions.

Sincerely,

Name of applicant Signature

Contact Information:

*Note: Part-time work experience letter(s) should have a breakdown of how many hours were worked each calendar year. 1000 hrs per calendar year = 1 year of work experience*

For example:

Number of hours worked per year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state year)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state year)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state year)

*Full-time work experience = 40 hrs. per week*

SAMPLE

Self-Employed Letter to Verify Work Experience

**Print on company letterhead if appropriate**

**Be sure to include name, address, telephone and email (if appropriate)**

Date:

To Whom It May Concern:

This letter is to verify that I, Jane Doe, was self-employed from June 2008 to September 2011 as the owner/operator of Jane’s Catering. I worked *full time* for 60 hours per week for the length of self-employment.

The duties I performed as an owner of a restaurant were oversight and management of all phases of restaurant and hospitality responsibilities, including, but not limited to:

* Setting up a new restaurant business

-concept and theme development

-atmosphere

-kitchen layout

-marketing and business

-purchasing

* Menu/Catering

-created dishes for menus and specials

* Facility Management

-repairs and maintenance of facility and equipment

* Human Resources

-staffing

-training

-supervision of all restaurant position (e.g. kitchen, bar, service, host, bus and dish wash)

I, Jane Doe, hereby certify under penalty of perjury the above statements made are true and correct.

Please contact me if you have any further questions.

Sincerely,

Jane Doe

(555) 888-1234

❒I have attached verification of work experience from customers, clients and/or suppliers.

Date:

Teachers College of San Joaquin

P O Box 213030

Stockton, CA 95213

Attention: CTE Advisor

To Whom It May Concern:

This letter is to verify my knowledge of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ self-employment.

 (Applicants Name)

|  |  |
| --- | --- |
| Applicant’s Name: |  |
| Address: |  |
| City, State, Zip: |  |
| Phone Number:  |  |

Please select one or more:

❒ I was the applicant’s accountant from to

❒ I supplied the following goods/services to the applicant’s business:

Dates: to

❒ I used the following goods/services from the applicant’s business:

Dates: to

❒ Other (give dates and details of relationship):

*I certify under penalty of perjury that the aforementioned employment/experience information is true and correct to the best of my knowledge.*

Signature (must have original ink signature) Print Name

 Job Title/Company Name, Address and Phone Number (applicable)